Clean Water Act Section 319(h) Nonpoint Source Pollution Control Program

Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan

TSSWCB Project 14-09
Revision 0

Quality Assurance Project Plan

Texas State Soil and Water Conservation Board

Prepared by

Guadalupe-Blanco River Authority

Effective Period: Upon EPA approval through September 30, 2016
with annual revisions required

Questions concerning this quality assurance project plan should be directed to:

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A1 APPROVAL PAGE

Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan

United States Environmental Protection Agency (EPA), Region VI

Name: Curry Jones
Title: EPA Chief; State/Tribal Programs Section

Signature: _____ Date: _____

Name: Henry Brewer
Title: EPA Texas Nonpoint Source Project Officer

Signature: _____ Date: _____

Texas State Soil and Water Conservation Board (TSSWCB)

Name: Jana Lloyd
Title: TSSWCB Project Manager

Signature: _____ Date: _____

Name: Mitch Conine
Title: TSSWCB Quality Assurance Officer

Signature: _____ Date: _____

Guadalupe-Blanco River Authority (GBRA)

Name: Mike Urrutia
Title: GBRA Project Manager

Signature: _____ Date: _____

Name: Josie Longoria
Title: GBRA Regional Laboratory Director

Signature: _____ Date: _____

Name: Kylie Gudgell
Title: GBRA Laboratory Quality Assurance Officer

Signature: _____ Date: _____

San Antonio River Authority Environmental Laboratory (SARA-EL)

Name: David Hernandez
Title: SARA-EL Laboratory Director

Signature: _____ Date: _____

Name: Patricia Carvajal
Title: SARA-EL Quality Assurance Officer

Signature: _____ Date: _____

The GBRA will secure written documentation from each sub-tier project participant (e.g., subcontractors, other units of government, laboratories) stating the organization's awareness of and commitment to requirements contained in this QAPP and any amendments or added appendices of this QAPP. The GBRA will maintain this documentation as part of the project's QA records, and will be available for review. (See sample letter in Attachment 1 of this document.)

A2 TABLE OF CONTENTS

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List of Acronyms

AWRL	Ambient Water Reporting Limit
BMP	Best Management Practice
BOD	Bio-chemical Oxygen Demand
C	Centigrade (Temperature)
CAR	Corrective Action Report
CBOD	Carbonaceous Biological Oxygen Demand
CFR	Code of Federal Regulations
cfs	Cubic Feet Per Second
COC	Chain of Custody
COD	Chemical Oxygen Demand
CR	County Road
CRP	Clean Rivers Program
CWA	Clean Water Act
DO	Dissolved Oxygen
DQO	Data Quality Objective
EPA	U.S. Environmental Protection Agency
GBRA	Guadalupe-Blanco River Authority
GCWP	Geronimo and Alligator Creeks Watershed Partnership
GIS	Geographic Information System
GPS	Global Positioning System
H_2SO_4	Sulfuric Acid
ID	Identification
L	Liter
LCS	Laboratory Control Standard
LOD	Limit of Detection
LOQ	Limit of Quantitation
m	Meter
mg/L	Milligrams per Liter
mL	Milliliters
MPN	Most Probable Number
NA	Not Applicable
NELAP	National Environmental Laboratory Accreditation Program
NH_3-N	Ammonia-Nitrogen
NO_3-N	Nitrate-Nitrogen
NWIS	National Water Information System
NCR	Nonconformance Report
NRCS	U.S. Department of Agriculture Natural Resources Conservation Service
OSSF	On-Site Sewage Facility
QA	Quality Assurance
QASM	Quality Assurance System Manual
QAO	Quality Assurance Officer
QAPP	Quality Assurance Project Plan
QC	Quality Control
R	Recovery (%Percent Recovery)
RL	Reporting Limit
RPD	Relative Percent Difference
SA	Sample Amount (reference concentration)

SARA-EL	San Antonio River Authority - Environmental Laboratory
SLOC	Station Location
SM	Standard Methods
SOP	Standard Operating Procedure
SR	Sample Result Concentration (%Percent Recovery)
SSR	Spiked Sample Concentration (%Percent Recovery)
su	Standard Units
SWQM	Surface Water Quality Monitoring
SWQMIS	Surface Water Quality Monitoring Information System (formerly TRACS)
TCEQ	Texas Commission on Environmental Quality
TKN	Total Kjeldahl Nitrogen
TP	Total Phosphorus
TSS	Total Suspended Solids
TSSWCB	Texas State Soil and Water Conservation Board
TSWQS	Texas Surface Water Quality Standards
TWQI	Texas Water Quality Inventory
USGS	U.S. Geological Survey
WPP	Watershed Protection Plan
WQMP	Water Quality Management Plan
WWTF	Wastewater Treatment Facility

A3 DISTRIBUTION LIST

Organizations, and individuals within, which will receive copies of the approved QAPP and any subsequent revisions include:

EPA
1445 Ross Avenue, Suite 1200
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Name: Henry Brewer
Title: Texas Nonpoint Source Project Officer, Water Quality Protection Division

TSSWCB
PO Box 658
Temple, TX 76503

Name: Jana Lloyd
Title: TSSWCB Project Manager

Name: Mitch Conine
Title: TSSWCB Quality Assurance Officer (QAO)

GBRA
933 East Court Street
Seguin, TX 78155

Name: Mike Urrutia
Title: GBRA Project Manager/Data Manager

Name: Josie Longoria
Title: GBRA Regional Laboratory Director

Name: Kylie Gudgell
Title: GBRA Regional Laboratory QAO

Name: Lee Gudgell
Title: GBRA Water Quality Technician

SARA-EL
600 E. Euclid
San Antonio, TX 78212

Name: David Hernandez
Title: SARA-EL Laboratory Director

Name: Patricia Carvajal
Title: SARA-EL QAO

The GBRA will provide copies of this QAPP and any amendments or appendices of this QAPP to each person on this list and to each sub-tier project participant, e.g., subcontractors, other units of government, laboratories. The GBRA will document distribution of the QAPP and any amendments and appendices, maintain this documentation as part of the project's QA records, and will be available for review.

A4 PROJECT/TASK ORGANIZATION

The following is a list of individuals and organizations participating in the project with their specific roles and responsibilities:

EPA

Henry Brewer, EPA Project Officer
Responsible for managing the project for EPA. Reviews project progress and reviews and approves QAPP and QAPP amendments.

TSSWCB

Jana Lloyd, TSSWCB Project Manager
Responsible for ensuring that the project delivers data of known quality, quantity, and type on schedule to achieve project objectives. Provides the primary point of contact between the GBRA and the TSSWCB. Tracks and reviews deliverables to ensure that tasks in the workplan are completed as specified in the contract. Responsible for verifying that the QAPP is followed by the GBRA. Notifies the TSSWCB QAO of significant project nonconformances and corrective actions taken as documented in quarterly progress reports from GBRA Project Manager.

Mitch Conine, TSSWCB QAO
Reviews and approves QAPP and any amendments or revisions and ensures distribution of approved/revised QAPPs to TSSWCB participants. Assists the TSSWCB Project Manager on QA-related issues. Coordinates reviews and approvals of QAPPs and amendments or revisions. Conveys QA problems to appropriate TSSWCB management. Monitors implementation of corrective actions. Coordinates and conducts audits.

GBRA

Mike Urrutia, Project Manager/Data Manager
Responsible for implementing and monitoring requirements in the contract, and the QAPP. Responsible for writing and maintaining records of the QAPP and its distribution, including appendices and amendments. Responsible for maintaining written records of sub-tier commitment to requirements specified in this QAPP. Coordinates project planning activities and work of project partners. Ensures monitoring systems audits are conducted to ensure QAPP is followed by project participants and that project is producing data of known quality. Responsible for ensuring that field data are properly reviewed and verified for integrity and continuity, reasonableness and conformance to project requirements, and then validated against the data quality objectives listed in Table A7.1. Ensures that subcontractors are qualified to perform contracted work. Ensures that quality-assured data is posted on GBRA Internet sites. Ensures TSSWCB Project Manager and/or QAO are notified of deficiencies and non-conformances, and that issues are resolved. Responsible for validating that data collected are acceptable for reporting to the TCEQ SWQMIS.

Josie Longoria, Regional Laboratory Director
The responsibilities of the lab director include supervision of laboratory, purchasing of equipment, maintain quality assurance manual for laboratory operations, and supervision of lab safety program. Additionally, the lab director will review and verify all laboratory data for integrity and continuity, reasonableness and conformance to project requirements, and then validated against the data quality objectives listed in Table A7.1.

Kylie Gudgell, GBRA Laboratory Quality Assurance Officer
Responsible for coordinating the implementation of the QA program. Responsible for identifying, receiving, and maintaining QA records. Notifies the GBRA Regional Laboratory Director and GBRA Project Manager of particular circumstances which may adversely affect the quality of data. Coordinates and monitors deficiencies and corrective action. Coordinates and maintains records of data verification and validation. Coordinates the research and review of technical QA material and data related to water quality monitoring system design and analytical techniques.

Lee Gudgell, Water Quality Technician
Responsible for coordinating sampling events, including maintenance of sampling bottles, supplies, and equipment. Maintains records of field data collection and observations. Responsible for the transfer of project quality-assured water quality data to the SWQMIS Test database (the validation algorithm) to obtain a validation report,, then submitted electronically to the TCEQ Data Management and Analysis Team

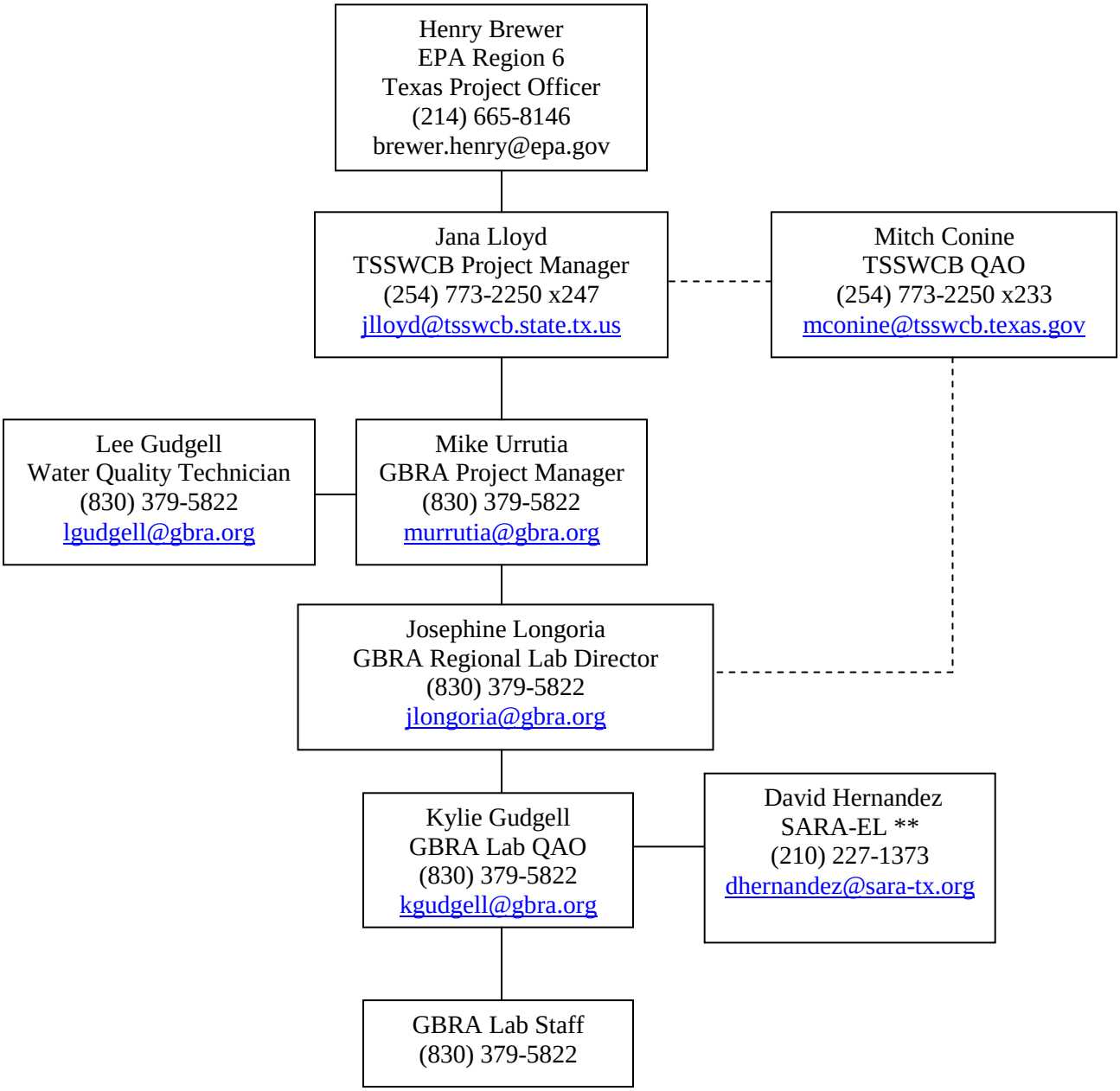
Laboratory Technicians (6)
Perform laboratory analysis for inorganic constituents, nutrients, etc.; assist in collection of field data and samples for stream monitoring and chemical sampling of environmental sites. Perform sample custodial duties.

San Antonio River Authority

David Hernandez, Laboratory Director
Supervises laboratory, lab safety program, and purchasing of equipment. Reviews and verifies all laboratory data for integrity and continuity, reasonableness and conformance to project requirements, and then validates the data against the measurement performance specifications listed in Table A7.1.

Patricia Carvajal, QAO
Maintains QA manual for laboratory operations, maintains operating procedures that are in compliance with the QAPP. Responsible for the overall QC and QA of analyses performed by SARA's Environmental Services Department.

Figure A4.1 Project Organizational Chart* – Lines of Communication



* See Project/Task Organization in this section for a description of each position's responsibilities.
** SARA-EL to be used to meet holding times in the event of equipment failure at the GBRA Regional laboratory.

A5 PROBLEM DEFINITION/BACKGROUND

In 2007, the TSSWCB Regional Watershed Coordination Steering Committee, using established criteria, ranked Geronimo Creek in the top 3 watersheds for development of a Watershed Protection Plan (WPP). The development of a WPP for Geronimo Creek began in June 2008. The project included water quality monitoring, water quality modeling and stakeholder facilitation. The Geronimo and Alligator Creeks WPP has been a stakeholder driven process lead by, GBRA, Texas AgriLife Extension, and TSSWCB. The Geronimo and Alligator Creeks Watershed Partnership (GCWP) Steering Committee includes local officials, land and business owners and citizens and is supported by state and federal agency partners. With technical assistance from project staff, the Steering Committee has identified issues that are of particular importance to the surrounding communities, and has contributed information on land uses and activities that has been helpful in identifying the sources of nutrient and bacterial impairments, and in guiding the development of the WPP.

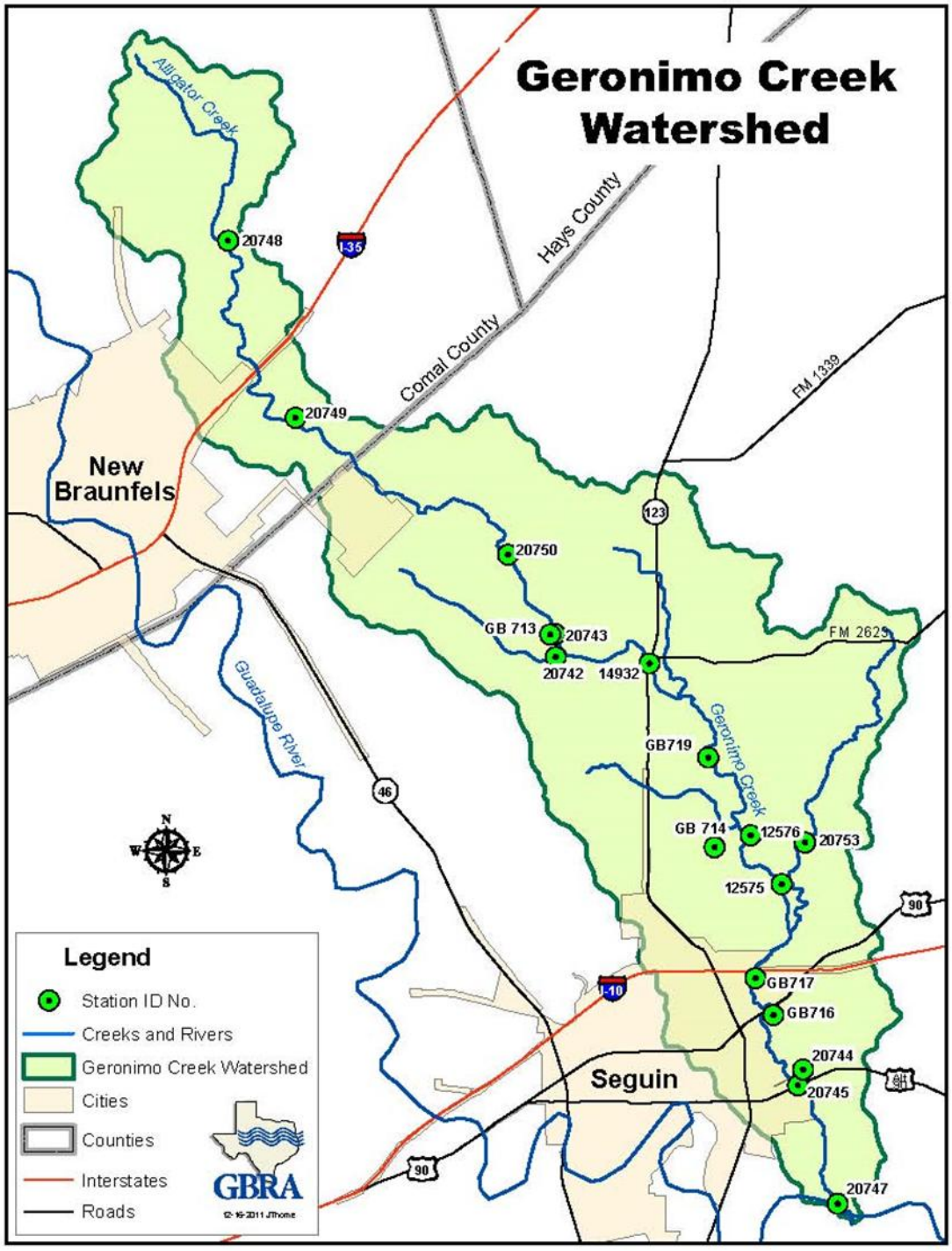
Historical data identified the impairment for bacteria and a concern for nutrients. The water quality monitoring program conducted during the WPP process attempted to fill gaps in the historical data but was severely hampered by the drought of 2008-09. Data collection in the project further verified that periodic elevations of *E. coli* levels continue to exist. Routine ambient water quality data is collected at one site (12576) by GBRA through the Clean Rivers Program (CRP).

The Geronimo Creek WPP was accepted by EPA in September 2012. TSSWCB Project No. 11-06, *Water Quality Monitoring in the Geronimo Creek Watershed and Facilitation of the Geronimo Creek and Alligator Creeks Watershed Partnership*, a three year project beginning in the fall of 2011 collected critical water quality data that is being used to judge the effectiveness of WPP implementation efforts and served as a tool to quantitatively measure water quality restoration. TSSWCB Project No. 14-09, *Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan*, will continue to monitor the water quality in the watershed, providing data that can be used in assessing the progress in achieving stream water quality restoration and assessing the effectiveness of best management practices. The project will also communicate water quality conditions to the public and the Geronimo and Alligator Creeks Watershed Partnership and coordinate and conduct water resources and environmental-related outreach and education efforts, including an annual stream cleanup.

The purpose of this QAPP is to clearly delineate GBRA QA policy, management structure, and procedures, which are used to implement the QA requirements necessary to verify and validate the surface water quality data collected. Project results will be used to support the achievement of the Geronimo Creek Steering Committee objectives.

Figure A5.1 is a map of the Geronimo and Alligator Creeks watershed.

Figure A5.1 Geronimo and Alligator Creeks Watershed and Sampling Locations



A6 PROJECT/TASK DESCRIPTION

This project will generate data of known and acceptable quality for the surface water quality monitoring of main stem and tributary stations on Segment 1804A (Geronimo Creek) for field, conventional, flow, and bacteria. TSSWCB Project No. 14-09, *Surface Water Quality Monitoring to Support the Implementation of the Geronimo and Alligator Creeks Watershed Protection Plan,* will continue the monitoring program established in TSSWCB Project 08-06, *Development of a Watershed Protection Plan for Geronimo Creek*. Three types of surface water quality monitoring will be conducted: routine ambient, targeted watershed, and groundwater. Currently, routine ambient water quality data is collected monthly at 1 main stem station by the GBRA Clean Rivers Program (Geronimo Creek at Haberle Road - 12576).

GBRA will conduct all work performed under this project including technical and financial supervision, preparation of status reports, coordination with local stakeholders, surface water quality monitoring sample collection and analysis, and data management. GBRA will participate in the GCWP, Steering Committee, TAG and appropriate Work Groups in order to efficiently and effectively achieve project goals and to summarize activities and achievements made throughout the course of this project.

GBRA will conduct routine ambient monitoring at 8 sites monthly, collecting field, conventional, flow and bacteria parameter groups, including the site collected under the CRP. Figure A5.1 is a map of the monitoring locations in the Geronimo Creek watershed. The sampling period extends over 21 months. The routine monitoring will complement the existing routine ambient monitoring regime conducted by GBRA.

GBRA will conduct targeted watershed monitoring at 14 sites twice per season, once under dry weather conditions and once under wet weather conditions each season, collecting field, conventional, flow and bacteria parameter groups. Sampling period extends through 8 seasons. Spatial, seasonal and meteorological variation will be captured in these snapshots of watershed water quality. Eight of the 14 sites are routine sites that will be sampled under different conditions in the quarter, so that at least one sampling event is under dry conditions and one is under wet conditions.

GBRA will conduct groundwater monitoring at 2 wells and one spring once per season collecting field, conventional, flow and bacteria parameter groups. The well is located in the vicinity of springs, originating from the same groundwater strata that contribute to the base flow of the creek and its tributaries. The sampling period extends through 8 seasons. The groundwater monitoring will characterize groundwater/spring contributions to flow regime and pollutant loadings.

GBRA will manage monitoring data in support of the Geronimo Creek WPP. GBRA will submit monitoring data to the SWQMIS Test database (the validation algorithm) to obtain a validation report, and then submit electronically to the TCEQ Data Management and Analysis Team.

GBRA will post monitoring data to the GBRA website in a timely manner. GBRA will summarize the results and activities of this project through inclusion in GBRA's Clean Rivers Program Basin Highlights Report and/or Basin Summary Report. Additionally, GBRA will develop a final Assessment Data Report summarizing water quality data collected, and will provide an assessment of water quality with respect to the effectiveness of BMPs implemented and a discussion of interim short-term progress in achieving the Geronimo Creek WPP water quality goals.

See Appendix A for sampling design and monitoring pertaining to this QAPP.

Table A6.1 QAPP Milestones

TASK	PROJECT MILESTONES	AGENCY	START	END
2.1	Develop DQOs and QAPP for review by USEPA.	GBRA	M1	M3
2.2	Submit revisions to QAPP as necessary.	TSSWCB, GBRA	M3	M24
3.1	GBRA will monitor at 8 routine sites monthly, collecting field, conventional, flow and bacteria parameter groups.	GBRA	M3	M24
3.2	GBRA will conduct routine monitoring at 6 sites, once per quarter, collecting field, conventional, flow and bacteria parameter groups.	GBRA	M3	M24
3.3	GBRA will conduct biased for flow monitoring at 14 sites, once per season, under wet conditions, collecting field, conventional, flow and bacteria parameter groups.	GBRA	M3	M24
3.4	GBRA will conduct routine groundwater monitoring at 3 sites, one spring and two wells once per quarter, collecting field, conventional and flow parameter groups.	GBRA	M3	M24
3.5	GBRA will transfer monitoring data from activities in subtasks 3.1-3.4 to TCEQ for inclusion in the TCEQ SWQMIS at least quarterly	GBRA	M4	M24

A7 QUALITY OBJECTIVES AND CRITERIA FOR DATA QUALITY

The purpose of routine water quality monitoring is to collect surface water data needed for water quality assessments in accordance with TCEQ's *Guidance for Assessing and Reporting Surface Water Quality in Texas*. These water quality data, and data collected by other organizations (e.g., USGS, TCEQ CRP, etc.), will be subsequently reconciled for use by the TSSWCB.

Systematic watershed monitoring, i.e., targeted monitoring, is defined by sampling that is planned for a short duration (1 to 2 years) and is designed to: screen waters that would not normally be included in the routine monitoring program, monitor at sites to check the water quality situation, and investigate areas of potential concern. Targeted monitoring in the Geronimo and Alligator Creeks watershed, done under wet and dry conditions, will be collected to capture spatial, seasonal and meteorological snapshots of water quality.

Monitoring will be conducted on spring flow and wells to characterize contributions to the flow and pollutant loadings from groundwater. Spatial, seasonal and meteorological variations will be captured. These water quality data will be subsequently reconciled for use and assessed by the TSSWCB.

The monitoring regime (routine, targeted, and groundwater sampling) is designed to evaluate the effectiveness of BMPs (both rural and urban) across the watershed and measure their impacts on in-stream water quality. Water quality trends will be continually evaluated to document progress in implementing the WPP and progress in achieving restoration. This project is a part of a long-term monitoring program which will extend over the 10 year implementation schedule of the WPP.

The measurement performance specifications to support the project objectives for a minimum data set are specified in Table A7.1 and in the text following.

Table A7.1 GBRA Measurement Performance Specifications

PARAMETER	UNITS	MATRIX	METHOD	PARA-METER CODE	AWRL	LOQ	LOQ CHECK STD %Rec	PRECISION (RPD of LCS/LCS dup)	BIAS (%Rec. of LCS)	Lab
Field Parameters										
pH	pH/ units	water	SM 4500-H^+ B. & TCEQ SOP, V1	00400	NA[1]	NA	NA	NA	NA	Field
DO	mg/L	water	SM 4500-O G. & TCEQ SOP, V1	00300	NA[1]	NA	NA	NA	NA	Field
Conductivity	umhos/cm	water	SM 2510 & TCEQ SOP, V1	00094	NA[1]	NA	NA	NA	NA	Field
Temperature	°C	water	SM 2550 & TCEQ SOP, V1	00010	NA[1]	NA	NA	NA	NA	Field
Flow	cfs	water	TCEQ SOP, V1	00061	NA[1]	NA	NA	NA	NA	Field
% pool coverage in 500 meter reach	%	water	TCEQ SOP, V2	89870	NA[1]	NA	NA	NA	NA	Field
Depth of bottom of water body at sample site	m	water	TCEQ SOP, V2	82903	NA[1]	NA	NA	NA	NA	Field
Maximum pool width at time of study	m	water	TCEQ SOP, V2	89864	NA[1]	NA	NA	NA	NA	Field
Maximum pool depth at time of study	m	water	TCEQ SOP, V2	89865	NA[1]	NA	NA	NA	NA	Field
Pool length	m	water	TCEQ SOP, V2	89869	NA[1]	NA	NA	NA	NA	Field
Days since precipitation event	days	other	TCEQ SOP, V1	72053	NA[1]	NA	NA	NA	NA	Field
Primary contact, observed activity	# of people	other		89978	NA[1]	NA	NA	NA	NA	Field
Evidence of primary contact recreation	1-observed 0-not observed	other		89979	NA[1]	NA	NA	NA	NA	Field
Flow measurement method	1-gage 2-electric 3-mechanical 4-weir/flume 5-doppler	water	TCEQ SOP, V1	89835	NA[1]	NA	NA	NA	NA	Field
Flow severity	1-no flow 2-low 3-normal 4-flood 5-high 6-dry	water	TCEQ SOP, V1	01351	NA[1]	NA	NA	NA	NA	Field
Flow Estimate	cfs	water	TCEQ SOP, V1	74069	NA[1]	NA	NA	NA	NA	Field
Conventional and Bacteriological Parameters										
Conductivity[3]	umhos/cm	water	SM 2510	00095	NA[1]	NA	NA	NA	NA	GBRA
Residue, Total Non-filterable (TSS)	mg/L	water	SM 2540D	00530	4	1[7]	NA	20	80-120	GBRA[6]
Turbidity	NTU	water	SM 2130B	82079	0.5	0.5	NA	20	NA	GBRA[6]
Sulfate	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00945	5	1	70-130	20	80-120	GBRA[6]

PARAMETER	UNITS	MATRIX	METHOD	PARA-METER CODE	AWRL	LOQ	LOQ CHECK STD %Rec	PRECISION (RPD of LCS/LCS dup)	BIAS (%Rec. of LCS)	Lab
Chloride	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00940	5	1	70-130	20	80-120	GBRA[6]
Chlorophyll-a, spectro-photometric method	ug/L	water	SM 10200-H[4]	32211	3	1[7]	70-130	20	NA	GBRA[6]
Pheophytin, spectro-photometric method	ug/L	water	SM 10200-H[4]	32218	3	1	70-130	20	NA	GBRA
E. coli, IDEXX™ Colilert	MPN/100 mL	water	Colilert - 18	31699	1	1	NA	0.5[2]	NA	GBRA[6]
Ammonia-N, total	mg/L	water	EPA 350.1 Rev. 2.0 (1993)	00610	0.1	0.1	70-130	20	80-120	GBRA[6]
Hardness, total (as $CaCO_3$)	mg/L	water	SM 2340 C	00900	5	5	NA	20	80-120	GBRA[6]
Nitrate-N, total	mg/L	water	EPA 300.0 Rev. 2.1 (1993)	00620	0.05	0.05	70-130	20	80-120	GBRA[6]
Total phosphorus[5]	mg/L	water	EPA 365.3	00665	0.06	0.05	70-130	20	80-120	GBRA[6]
Total Kjeldahl Nitrogen	mg/L	water	EPA 351.2 Rev. 2 (1993)	00625	0.2	0.2	70-130	20	80-120	GBRA[6]

1 Reporting to be consistent with TCEQ SWQM guidance and based on measurement capability.
2 Based on range statistic as described in Standard Methods, 20th Edition, Section 9020-B, "Quality Assurance / Quality Control – Intralaboratory Quality Control Guidelines." This criterion applies to bacteriological duplicates with concentrations greater than 10 MPN/100 mL or greater than 10 organisms/100 mL.
3 Secondary method listed. To be used in the event that the primary method cannot be used or needs to be confirmed.
4 In addition to SM 10200 H. cited for chlorophyll a, the SOP posted on the TCEQ CRP web site will be followed as well.
5 Automated method for total phosphorus on the Konelab Aquakem 200, following the GBRA SOP written based on the EPA method 365.3 and the Konelab operating procedures. The manual method will be used as a secondary method in case of instrument failure.
6 The SARA-EL may be used in the event of lab equipment failure so that samples will be processed within prescribed holding times. In the case of *E. coli*, SARA-EL will analyze the samples using method SM9223B for which they are accredited. SARA LOQ may be different from GBRA LOQ.
7 Reporting limit. Not a NELAP-defined LOQ (no commercially available spiking solution used as LOQ check standard.)

References for Table A7.1:

United States Environmental Protection Agency (USEPA) "Methods for Chemical Analysis of Water and Wastes," Manual #EPA-600/4-79-020
American Public Health Association (APHA), American Water Works Association (AWWA), and Water Environment Federation (WEF), "Standard Methods for the Examination of Water and Wastewater," 20th Edition, 1998
TCEQ SOP, V1 - TCEQ SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue, June 2008 or subsequent editions (RG-415)

Ambient Water Reporting Limits (AWRLs)

The AWRL establishes the reporting specification at or below which data for a parameter must be reported to be compared with freshwater screening criteria. The AWRLs specified in Table A7.1 are the program-defined reporting specifications for each analyte and yield data acceptable for TCEQ water quality assessment. The LOQ (formerly known as reporting limit) is the minimum level, concentration, or quantity of a target variable (e.g., target analyte) that can be reported with a specified degree of confidence. The following requirements must be met in order to report results to the TSSWCB:

- The laboratory's LOQ for each analyte must be at or below the AWRL as a matter of routine practice
- The laboratory must demonstrate its ability to quantitate at its LOQ for each analyte by running an LOQ check standard for each batch of samples analyzed.

Laboratory Measurement QC Requirements and Acceptability Criteria are provided in Section B5.

Precision

Precision is the degree to which a set of observations or measurements of the same property, obtained under similar conditions, conform to themselves. It is a measure of agreement among replicate measurements of the same property, under prescribed similar conditions, and is an indication of random error.

Laboratory precision is assessed by comparing replicate analyses of laboratory control samples in the sample matrix (e.g. deionized water, sand, commercially available tissue) or sample/duplicate pairs in the case of bacterial analysis. Precision results are compared against measurement performance specifications and used during evaluation of analytical performance. Program-defined measurement performance specifications for precision are defined in Table A7.1.

Bias

Bias is a statistical measurement of correctness and includes multiple components of systematic error. A measurement is considered unbiased when the value reported does not differ from the true value. Bias is determined through the analysis of laboratory control samples and LOQ check standards prepared with verified and known amounts of all target analytes in the sample matrix (e.g. deionized water) and by calculating percent recovery. Results are compared against measurement performance specifications and used during evaluation of analytical performance. Program-defined measurement performance specifications for LCSs are specified in Table A7.1.

Representativeness

Site selection, the appropriate sampling regime, the sampling of all pertinent media according to TCEQ SWQM SOPs, and use of only approved analytical methods will assure that the measurement data represents the conditions at the monitoring sites. Routine data collected for this project and submitted to TSSWCB for water quality assessments, are considered to be spatially and temporally representative of routine water quality conditions. Water quality data are collected on a routine frequency and are separated by approximately even time intervals. At a minimum, samples are collected over four seasons (to include inter-seasonal variation). Although data may be collected during varying regimes of weather and flow, the data sets collected during routine monitoring will not be biased toward unusual conditions of flow, runoff, or season. The goal for meeting total representation of the water body will be tempered by the availability of stream and meteorological conditions during the project and the potential funding for complete representativeness.

Data collection for targeted sampling will be toward both ambient conditions and those conditions that are influenced by storm events. Spring flow will be collected spatially, seasonally

and under varying meteorological conditions. Representativeness will be measured with the completion of sample collection in accordance with the approved QAPP.

Comparability

Confidence in the comparability of routine data sets for this project and for water quality assessments is based on the commitment of project staff to use only approved sampling and analysis methods and QA/QC protocols in accordance with quality system requirements and as described in this QAPP and in TCEQ SWQM SOPs. Comparability is also guaranteed by reporting data in standard units, by using accepted rules for rounding figures, and by reporting data in a standard format as specified in Section B10.

Completeness

The completeness of the data is basically a relationship of how much of the data is available for use compared to the total potential data. Ideally, 100% of the data should be available. However, the possibility of unavailable data due to accidents, insufficient sample volume, broken or lost samples, etc. is to be expected. Therefore, it will be a general goal of the project that 90% data completion is achieved.

A8 SPECIAL TRAINING/CERTIFICATION

New field personnel receive training in proper sampling and field analysis. Before actual sampling or field analysis occurs, they demonstrate to the GBRA Water Quality Technician their ability to properly calibrate field equipment and perform field sampling and analysis procedures. Field personnel training is documented and retained in the personnel file and are available during a monitoring systems audit.

Contractors and subcontractors must ensure that laboratories analyzing samples under this QAPP meet the requirements contained in section 5.4.4 of the NELAC® standards (concerning Review of Requests, Tenders and Contracts).

A9 DOCUMENTS AND RECORDS

The documents and records that describe, specify, report, or certify activities are listed. These reports may or may not be kept in paper form since the reports can be regenerated from the lab database at any time. If kept in paper form, the paper form is kept for a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The GBRA laboratory database is housed on the laboratory computer and is backed up on the network server nightly. A back up copy of the network server files, including the GBRA Tab Fusion Archiving System, is made every Monday and that copy is stored off-site at a protected location. The GBRA Network Administrator is responsible for the servers and back up generation.

Table A9.1 Project Documents and Records

Document/Record	Location	Retention (yrs)	Format
QAPPs, amendments and appendices	TSSWCB/GBRA	One Year/ Indefinitely	Paper/ Electronic
QAPP distribution documentation	GBRA	One Year/ Indefinitely	Paper/ Electronic
QAPP commitment letters	GBRA	One Year/ Indefinitely	Paper/ Electronic
Field notebooks or data sheets	GBRA	One Year/ Indefinitely	Paper/ Electronic
Field staff training records	GBRA	One Year/ Indefinitely	Paper/ Electronic
Field equipment calibration/maintenance logs	GBRA	One Year/ Indefinitely	Paper/ Electronic
COC records	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Field SOPs	GBRA	One Year/ Indefinitely	Paper/ Electronic
Laboratory QA Manuals	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Laboratory SOPs	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Laboratory data reports/results	GBRA/SARA	One Year/ Indefinitely	Paper/electronic
Laboratory staff training records	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Instrument printouts	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Laboratory equipment maintenance logs	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Laboratory calibration records	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic
Corrective Action Documentation	GBRA/SARA	One Year/ Indefinitely	Paper/ Electronic

The TSSWCB may elect to take possession of records at the conclusion of the specified retention period.

Laboratory Test Reports

Test reports from the laboratory will document the test results clearly and accurately. The requirements for reporting data and the procedures are provided.

* title of report and unique identifiers on each page
* name and address of the laboratory
* name and address of the client
* a clear identification of the sample(s) analyzed
* date and time of sample receipt
* date and time of collection
* identification of method used
* identification of samples that did not meet QA requirements and why (i.e., holding times exceeded)
* sample results
* units of measurement
* sample matrix
* dry weight or wet weight (as applicable)
* clearly identified subcontract laboratory results (as applicable)
* a name and title of person accepting responsibility for the report
* project-specific QC results to include field split results (as applicable); equipment, trip, and field blank results (as applicable); and LOQ and LOD confirmation (% recovery)
* narrative information on QC failures or deviations from requirements that may affect the quality of results or is necessary for verification and validation of data
* certification of NELAC® compliance on a result by result basis.

Electronic Data

Data collected under routine, targeted, diurnal and spring monitoring tasks will be submitted electronically to the TCEQ in the Event/Result file format described in the most current version of the DMRG, which can be found at http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wdma/dmrg_index.html. A completed Data Review Checklist and Data Summary (see Appendix D) will be submitted with each data submittal.

All reported data resulting from monitoring events will have a unique TagID (see DMRG). Data collected under this QAPP has been assigned the tag prefix of "TX". TagIDs used in this project will be seven-character alphanumerics with the structure of the two-letter Tag prefix followed by a four digit number.

Submitting Entity, Collecting Entity, and a 4- Character Monitoring Type codes will reflect the project organization and monitoring type in accordance with the DMRG. The proper coding of Monitoring Type is essential to accurately capture any bias toward certain environmental

condition as well as the purpose of the project. The TSSWCB Project Manager and the TCEQ SWQMIS Data Manager should be consulted to assure proper use of the Monitoring Type code.

Table A9.2 Tag Prefixes and Monitoring Type Codes

Sample Description	Tag Prefix	Submitting Entity	Collecting Entity	Monitoring Type Code
Routine Monitoring	TX	TX	GB	RTWD
Targeted Monitoring	TX	TX	GB	BFBA
Spring/Well Monitoring	TX	TX	GB	BSWD

Amendments to the QAPP

Revisions to the QAPP may be necessary to address incorrectly documented information or to reflect changes in project organization, tasks, schedules, objectives, and methods. Requests for amendments will be directed from the GBRA Project Manager to the TSSWCB Project Manager electronically. Amendments are effective immediately upon approval by the GBRA Project Manager, the GBRA Laboratory QAO, the TSSWCB Project Manager, and the TSSWCB QAO. They will be incorporated into the QAPP by way of attachment and distributed to personnel on the distribution list by the GBRA Project Manager.

B1 SAMPLING PROCESS DESIGN

The sample design is based on the intent of this project as recommended by the Geronimo and Alligator Creeks Watershed Partnership (GCWP) Steering Committee. Under their direction, the TSSWCB and GBRA have been tasked with providing data to characterize water quality conditions in support of the 305(b) assessment, and to identify significant long-term water quality trends. Based on GCWP Steering Committee input, achievable water quality objectives and priorities and the identification of water quality issues were used to develop the work plan, which are in accord with available resources. As part of the GCWP Steering Committee process, the TSSWCB and GBRA coordinate closely with other participants to ensure a comprehensive water monitoring strategy within the watershed.

Routine monitoring will complement existing routine ambient monitoring being conducted by GBRA. The seven routine monitoring sites (non-CRP) have been selected to increase the spatial distribution of data. Monthly routine monitoring includes the conventional, bacterial and field parameter groups (*E. coli*, pH, DO, temperature, specific conductance, chloride, sulfate, chlorophyll a, pheophytin, nitrate-nitrogen, ammonia-nitrogen, total hardness, TSS, turbidity, Total Phosphorus and Total Kjeldahl Nitrogen) that are currently collected at the existing site being monitored by GBRA under the CRP program. Flow will be measured manually (mechanically, electronically or by Doppler.)

Sites for targeted monitoring were selected to represent spatial, seasonal and meteorological conditions throughout the Geronimo and Alligator Creeks and contributing subwatersheds. Sampling will be conducted two times per season for 8 seasons, once under dry weather conditions and once during wet weather conditions. The area has been known to experience scattered showers, i.e., afternoon heat-related showers of short duration that may cause some portions of the watershed to be under wet weather conditions while others are not. Targeted monitoring sites will be visited when the overall watershed is under the specific weather conditions, dry or wet. There may be times, during dry weather conditions, when there is no water in the stream in the subwatersheds. Those visits will be documented but no stream data will be collected. During wet weather conditions, the safety of the sampling crew will not be compromised in case of lightning or flooding. In the instance that a sampling site is inaccessible due to weather conditions or flooding, “no sample due to inaccessibility” will be documented in the field notebook. The routine monitoring sites will be targeted for wet weather conditions during each quarter if none of the routine monitoring events conducted met those conditions during that season, or targeted for dry conditions if those conditions were not met during that season.

One spring flow site and two wells comprise the groundwater monitoring component of the project and have been identified using local and historical knowledge. GBRA will conduct groundwater monitoring once per season collecting field, conventional, flow and bacteria parameter groups. Sampling period extends through 8 seasons. The data will be collected at a location that is in the closest proximity to the headwaters of the spring and with enough depth to collect a representative sample. Care will be given to sample above stream features such as

riffles that could influence water quality after the spring emerges from the ground. Flow will be measured manually at each spring.

See Appendix A for sampling process design information and monitoring tables associated with data collected under this QAPP.

B2 SAMPLING METHODS

Field Sampling Procedures

Field sampling will be conducted according to procedures documented in the *TCEQ Surface Water Quality Monitoring Procedures Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012),* or the most recent version and any interim changes posted to the Surface Water Quality Monitoring Procedures website (http://www.tceq.texas.gov/waterquality/monitoring/swqm_procedures.html). Updates shall be incorporated into program procedures, QAPP, SOPs, etc., within 60 days of any final published version. All following references to "TCEQ Surface Water Quality Monitoring Procedures," "TCEQ Surface Water Quality Monitoring Procedures as amended," "SWQM Procedures," "SWQM Procedures Manual," "*TCEQ Surface Water Quality Monitoring Procedures Volume 1 (RG-415)," and "TCEQ Surface Water Quality Monitoring Procedures Volume 2: Methods for Collecting and Analyzing Biological Community and Habitat Data (RG-416)," refer to this section and are used interchangeably.* Additional aspects outlined in Section B below reflect specific requirements for sampling under this project and/or provide additional clarification.

Table B2.1 Sample Storage, Preservation and Handling Requirements

Parameter	Matrix	Container	Preservation*	Sample Volume	Holding Time
Turbidity	Water	Plastic or glass	Cool, 0-6°C	100 mL	48 hours
Hardness	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
TSS	Water	Plastic or glass	Cool, 0-6°C	1 L	7 days
Nitrate-nitrogen	Water	Plastic or glass	Cool, 0-6°C	1 L	48 hours
Ammonia-nitrogen	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
Total Kjeldahl Nitrogen	Water	Plastic or glass	Cool, 0-6°C, H2SO4 to pH < 2*	1 L	28 days
Total Phosphorus	Water	Plastic or glass	Cool, 0-6°C, H_2SO_4 to pH < 2*	1 L	28 days
Sulfate	Water	Plastic or glass	Cool, 0-6°C	1 L	28 days
Chloride	Water	Plastic or glass	Cool, 0-6°C	1 L	28 days
Chlorophyll a /Pheophytin	Water	Amber plastic or glass	Dark, Cool, 0-6°C before filtration; Dark, 0°C after filtration	1 L	Filter within 48 hours/28 days at 0°C
*E. coli***	Water	Sterile, plastic	Cool, 0-6°C	100 mL	6 hours

* Preservation occurs within 15 minutes of sample collection or within 15 minutes of the creation of the composite of rainfall sampling
** *E.coli* samples analyzed by SM 9223-B should always be processed as soon as possible and within 8 hours. When transport conditions necessitate delays in delivery longer than 6 hours, the holding time may be extended and samples must be processed as soon as possible and within 24 hours.

Sample Containers

Sample containers are plastic one liter bottles that are cleaned and reused for conventional parameters. The bottles are cleaned with the following procedure: 1) wash containers with tap water and alconox (laboratory detergent), 2) triple rinse with hot tap water, and 3) triple rinse with deionized water. Bottles for Total Phosphorus will be purchased for one time use. A certificate of analysis will verify that the pre-cleaned bottles have been prepared in accordance with analyte specifications. Amber plastic bottles are used routinely for chlorophyll samples. Disposable, pre-cleaned, sterile bottles are purchased for bacteriological samples. Certificates of analysis and/or sterility sample containers for bacteriological sampling are maintained in a notebook by each laboratory.

Processes to Prevent Contamination

Procedures in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version)* outline the necessary steps to prevent contamination of samples, including direct collection into sample containers, when possible. Field QC samples, where applicable, (identified in Section B5) are collected to verify that contamination has not occurred.

Documentation of Field Sampling Activities

Field sampling activities are documented on field data sheets as presented in Appendix B. The following will be recorded for all visits:

- Station ID
- Sampling date
- Location
- Sampling depth
- Sampling time
- Sample collector's initials
- Values for all field parameters, including flow and flow severity
- Detailed observational data, including:
    - water appearance
    - weather
    - biological activity
    - unusual odors
    - pertinent observations related to water quality or stream uses (i.e., exceptionally poor water quality conditions/standards not met; stream uses such as swimming, boating, fishing, irrigation pumps)
    - watershed or instream activities (i.e., bridge construction, livestock watering upstream)
- missing parameters (i.e., when a scheduled parameter or group of parameters is not collected)

Recording Data

For the purposes of this section and subsequent sections, all field and laboratory personnel follow the basic rules for recording information as documented below:

- Legible writing in indelible ink with no modifications, write-overs or cross-outs;
- Correction of errors with a single line followed by an initial and date;
- Close-out on incomplete pages with an initialed and dated diagonal line.

Deficiencies, Nonconformances and Corrective Action Related to Sampling Requirements

Deficiencies are defined as unauthorized deviations from procedures documented in the QAPP or other applicable documents. Nonconformances are deficiencies which affect data quantity and/or quality and render the data unacceptable or indeterminate. Deficiencies related to sampling methods requirements include, but are not limited to, such things as sample container, volume, and preservation variations, improper/inadequate storage temperature, holding-time exceedances, and sample site adjustments.

Deficiencies are documented in logbooks, field data sheets, etc., by field or laboratory staff and reported to the cognizant field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Laboratory QAO will initiate a NCR to document the deficiency.

The GBRA Project Manager, in consultation with the GBRA Laboratory QAO (and other affected individuals/organizations), will determine if the deficiency constitutes a nonconformance. If it is determined the activity or item in question does not affect data quality and therefore is not a valid nonconformance, the NCR will be completed accordingly and the NCR closed. If it is determined a nonconformance does exist, the GBRA Project Manager, in consultation with GBRA Laboratory QAO, will determine the disposition of the nonconforming activity or item and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO by completion of a CAR (Appendix E).

CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and the means by which completion of each corrective action will be documented. CARs will be included with quarterly progress reports. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

B3 SAMPLE HANDLING AND CUSTODY

Sample Tracking

Proper sample handling and custody procedures ensure the custody and integrity of samples beginning at the time of sampling and continuing through transport, sample receipt, preparation, and analysis.

A sample is in custody if it is in actual physical possession or in a secured area that is restricted to authorized personnel. The COC form is a record that documents the possession of the samples from the time of collection to receipt in the laboratory. The following information concerning the sample is recorded on the COC form (See Appendix C). The following list of items matches the COC form in Appendix C.

- Date and time of collection
- Site identification
- Sample matrix
- Number of containers and respective volumes
- Preservative used or if the sample was filtered
- Analyses required
- Name of collector
- Custody transfer signatures and dates and time of transfer
- Bill of lading (if applicable)
- Subcontract laboratory, if used

Sample Labeling

Samples from the field are labeled on the container with an indelible marker. Label information includes:

- Site identification
- Date and time of sampling
- Preservative added, if applicable
- Designation of "field-filtered" as applicable
- Sample type (i.e., routine, targeted, spring)

Sample Handling

After collection of samples are complete, sample containers are immediately stored in an ice chest for transport to the GBRA laboratory, accompanied by the COC form. Ice chests will remain in the possession of the field technician or in the locked vehicle until delivered to the lab. After receipt at the GBRA lab, the samples are stored in the refrigeration unit or given to the analyst for immediate analysis. Only authorized laboratory personnel will handle samples received by the laboratory.

Deficiencies, Nonconformances and Corrective Action Related to Chain of Custody

Deficiencies are defined as unauthorized deviations from procedures documented in the QAPP or other applicable documents. Nonconformances are deficiencies which affect data quantity and/or quality and render the data unacceptable or indeterminate. Deficiencies related to COC include but are not limited to delays in transfer, resulting in holding time violations; incomplete documentation, including signatures; possible tampering of samples; broken or spilled samples, etc.

Deficiencies are documented in logbooks, field data sheets, etc. by field or laboratory staff and reported to the cognizant field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Project Manager will notify the GBRA Laboratory QAO of the potential nonconformance. The GBRA Laboratory QAO will initiate a NCR to document the deficiency.

The GBRA Project Manager, in consultation with GBRA Laboratory QAO, will determine if the deficiency constitutes a nonconformance. If it is determined the activity or item in question does not affect data quality and therefore is not a valid nonconformance, the NCR will be completed accordingly and the NCR closed. If it is determined a nonconformance does exist, the GBRA Project Manager in consultation with the GBRA Laboratory QAO will determine the disposition of the nonconforming activity or item and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO by completion of a CAR (Appendix E).

CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and the means by which completion of each corrective action will be documented. CARs will be included with quarterly progress reports. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

B4 ANALYTICAL METHODS

The analytical methods, associated matrices, and performing laboratories are listed in Table A7.1. The authority for analysis methodologies under this project is derived from the TSWQS (Texas Administrative Code §§307.1 - 307.10) in that data generally are generated for comparison to those standards and/or criteria. The standards state that "Procedures for laboratory analysis must be in accordance with the most recently published edition of the book entitled Standard Methods for the Examination of Water and Wastewater, the TCEQ Texas Surface Water Quality Monitoring Procedures as amended, 40 CFR Part 136, or other reliable procedures acceptable to the commission, and in accordance with Chapter 25 of this title."

Laboratories collecting data under this QAPP are compliant with the NELAC® standards, at a minimum. Copies of laboratory QASMs and SOPs are available for review by the TSSWCB.

Standards Traceability

All standards used in the field and laboratory are traceable to certified reference materials. Standards preparation is fully documented and maintained in a standards log book. Each documentation includes information concerning the standard identification, starting materials, including concentration, amount used and lot number; date prepared, expiration date and preparer's initials/signature. The reagent bottle is labeled in a way that will trace the reagent back to preparation. Table A7.1 lists the methods to be used for field and laboratory analyses.

Deficiencies, Nonconformances and Corrective Action Related to Analytical Methods

Deficiencies are defined as unauthorized deviations from procedures documented in the QAPP or other applicable documents. Nonconformances are deficiencies which affect quantity and/or quality and render the data unacceptable or indeterminate. Deficiencies related to field and laboratory measurement systems include, but are not limited to, instrument malfunctions, blank contamination, QC sample failures, etc.

Deficiencies are documented in logbooks, field data sheets, etc. by field or laboratory staff and reported to the cognizant field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Project Manager will notify the GBRA Laboratory QAO of the potential nonconformance. The GBRA Laboratory QAO will initiate a NCR to document the deficiency.

The GBRA Project Manager, in consultation with GBRA Laboratory QAO (and other affected individuals/organizations), will determine if the deficiency constitutes a nonconformance. If it is determined the activity or item in question does not affect data quality and therefore is not a valid nonconformance, the NCR will be completed accordingly and the NCR closed. If it is determined a nonconformance does exist, the GBRA Project Manager, in consultation with the GBRA Laboratory QAO, will determine the disposition of the nonconforming activity or item and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO by completion of a CAR (see Appendix E).

CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and, the means by which completion of each corrective action will be documented. CARs will be included with quarterly progress reports. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

B5 QUALITY CONTROL

Sampling Quality Control Requirements and Acceptability Criteria

The minimum Field QC Requirements are outlined in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version).* Specific requirements are outlined below. Field QC sample results are submitted with the laboratory data report (see Section A9).

Laboratory Measurement Quality Control Requirements and Acceptability Criteria

Method Specific QC requirements – QC samples, other than those specified later this section, are run (i.e., sample duplicates, surrogates, internal standards, continuing calibration samples, interference check samples, positive control, negative control, and media blank) as specified in the methods. The requirements for these samples, their acceptance criteria or instructions for establishing criteria, and corrective actions are method-specific.

Detailed laboratory QC requirements and corrective action procedures are contained within the individual laboratory QASMs. The minimum requirements that all participants abide by are stated below.

Limit of Quantitation (LOQ) – The laboratory will analyze a calibration standard (if applicable) at the LOQ specified in Table A7.1. An LOQ will be verified annually for each matrix and analyte on each instrument. Additionally, LOQs may be verified using the analyst's best professional judgment whenever a significant change in instrument response is observed or expected (i.e. after preventative maintenance, major repair or unusual responses are observed.) Calibrations including the standard at the LOQ listed in Table A7.1 will meet the calibration requirements of the analytical method or corrective action will be implemented.

LOQ Check Standard – An LOQ check sample consists of a sample matrix (e.g., deionized water, sand, commercially available tissue) free from the analytes of interest spiked with verified known amounts of analytes or a material containing known and verified amounts of analytes. It is used to establish intra-laboratory bias to assess the performance of the measurement system at the lower limits of analysis. The LOQ check sample is spiked into the sample matrix at a level less than or near the LOQ specified in Table A7.1. The LOQ check sample will be verified annually for each matrix and analyte on each instrument. Additionally, LOQ check samples may be verified using the analyst's best professional judgment whenever a significant change in instrument response is observed or expected (i.e. after preventative maintenance, major repair or unusual responses are observed.) If it is determined that samples have exceeded the high range of the calibration curve, samples should be diluted or run on another curve. For samples run on batches with calibration curves that do not include the LOQ specified in Table A7.1, a check sample will be run at the low end of the calibration curve.

The LOQ check sample is carried through the complete preparation and analytical process. A batch is defined as a set of environmental samples that are prepared and/or analyzed together

within the same process using the same lot of reagents, not to exceed the analysis of 20 environmental samples.

The percent recovery of the LOQ check sample is calculated using the following equation in which %R is percent recovery, SR is the sample result, and SA is the reference concentration for the check sample:

$$\%R = SR/SA \times 100$$

Measurement performance specifications are used to determine the acceptability of LOQ Check Sample analyses as specified in Table A7.1.

Laboratory Control Standard (LCS) - A LCS consists of a sample matrix (e.g., deionized water) free from the analytes of interest spiked with verified known amounts of analyte. The LCS is spiked into the sample matrix at a level less than or equal to the mid-point of the calibration curve for each analyte. In cases of test methods with very long lists of analytes, LCSs are prepared with all the target analytes and not just a representative number.

The LCS is carried through the complete preparation and analytical process. The LCS is used to document the bias of the analytical process. LCSs are run at a rate of one per analytical batch. A batch is defined as a set of environmental samples that are prepared and/or analyzed together within the same process using the same lot of reagents, not to exceed the analysis of 20 environmental samples.

Results of LCSs are calculated by percent recovery (%R), which is defined as 100 times the measured concentration, divided by the true concentration of the spiked sample.

The following formula is used to calculate percent recovery, where %R is percent recovery; SR is the measured result; and SA is the true result:

$$\%R = SR/SA * 100$$

Performance limits and control charts are used to determine the acceptability of LCS analyses. Project control limits are specified in Table A7.1.

Laboratory Duplicates - A laboratory duplicate is prepared in the laboratory by splitting aliquots of an LCS. Both samples are carried through the entire preparation and analytical process. LCS duplicates are used to assess precision and are performed at a rate of one per analytical batch. A batch is defined as a set of environmental samples that are prepared and/or analyzed together within the same process using the same lot of reagents, not to exceed the analysis of 20 environmental samples.

For most parameters, precision is calculated by the RPD of LCS duplicate results as defined by 100 times the difference (range) of each duplicate set, divided by the average value (mean) of the set. For duplicate results, X_1 and X_2, the RPD is calculated from the following equation:

$$RPD = (X_1 - X_2)/\{(X_1 + X_2)/2\} * 100$$

A bacteriological duplicate is considered to be a special type of laboratory duplicate and applies when bacteriological samples are run in the field as well as in the lab. Bacteriological duplicate analyses are performed on samples from the sample bottle on a 10% basis. Results of bacteriological duplicates are evaluated by calculating the logarithm of each result and determining the range of each pair.

Performance limits and control charts are used to determine the acceptability of duplicate analyses. Project control limits are specified in Table A7.1. The specifications for bacteriological duplicates in Table A7.1 apply to samples with concentrations > 10 org/100mL.

Matrix spike (MS) –Matrix spikes are prepared by adding a known mass of target analyte to a specified amount of matrix sample for which an independent estimate of target analyte concentration is available. Matrix spikes are used, for example, to determine the effect of the matrix on a method's recovery efficiency.

Percent recovery of the known concentration of added analyte is used to assess accuracy of the analytical process. The spiking occurs prior to sample preparation and analysis. Spiked samples are routinely prepared and analyzed at a rate of 10% of samples processed, or one per analytical batch whichever is greater. A batch is defined as samples that are analyzed together with the same method and personnel, using the same lots of reagents, not to exceed the analysis of 20 environmental samples. The information from these controls is sample/matrix specific and is not used to determine the validity of the entire batch. The MS is spiked at a level less than or equal to the midpoint of the calibration or analysis range for each analyte. Percent recovery (%R) is defined as 100 times the observed concentration, minus the sample concentration, divided by the true concentration of the spike.

The results from matrix spikes are primarily designed to assess the validity of analytical results in a given matrix and are expressed as percent recovery (%R). The laboratory shall document the calculation for %R. The percent recovery of the matrix spike is calculated using the following equation in which %R is percent recovery, SSR is the observed spiked sample concentration, SR is the sample result, and SA is the reference concentration of the spike added:

$$\%R = (SSR - SR)/SA * 100$$

Measurement performance specifications for matrix spikes are not specified in this document.

Matrix spike recoveries are compared to the same acceptance criteria established for the associated LCS recoveries, rather than the matrix spike recoveries published in the mandated test method. The EPA 1993 methods (i.e. ammonia-nitrogen, ion chromatography, TKN) that establish matrix spike recovery acceptance criteria are based on recoveries from drinking water that has very low interferences and variability and do not represent the matrices sampled in this project. If the matrix spike results are outside laboratory-established criteria, there will be a

review of all other associated quality control data in that batch. If all of quality control data in the associated batch passes, it will be the decision of the GBRA Laboratory QAO and/or GBRA Project Manager to report the data for the analyte that failed in the parent sample to TSSWCB or to determine that the result from the parent sample associated with that failed matrix spike is considered to have excessive analytical variability and does not meet project QC requirements. Depending on the similarities in composition of the samples in the batch, GBRA may consider excluding all of the results in the batch related to the analyte that failed recovery.

Method blank –A method blank is a sample of matrix similar to the batch of associated samples (when available) that is free from the analytes of interest and is processed simultaneously with and under the same conditions as the samples through all steps of the analytical procedures, and in which no target analytes or interferences are present at concentrations that impact the analytical results for sample analyses. The method blank is carried through the complete sample preparation and analytical procedure. The method blank is used to document contamination from the analytical process. The analysis of method blanks should yield values less than the LOQ. For very high-level analyses, the blank value should be less than 5% of the lowest value of the batch, or corrective action will be implemented.

Deficiencies, Nonconformances and Corrective Action Related to Quality Control

Deficiencies are defined as unauthorized deviations from procedures documented in the QAPP. Nonconformances are deficiencies which affect data quantity and/or quality and render the data unacceptable or indeterminate. Deficiencies related to QC include but are not limited to field and laboratory QC sample failures.

Deficiencies are documented in logbooks, field data sheets, etc., by field or laboratory staff and reported to the cognizant field or laboratory supervisor who will notify the GBRA Project Manager. The GBRA Project Manager will notify the GBRA Laboratory QAO of the potential nonconformance. The GBRA Laboratory QAO will initiate a NCR to document the deficiency.

The GBRA Project Manager, in consultation with GBRA Laboratory QAO (and other affected individuals/organizations), will determine if the deficiency constitutes a nonconformance. If it is determined the activity or item in question does not affect data quality and therefore is not a valid nonconformance, the NCR will be completed accordingly and the NCR closed. If it is determined a nonconformance does exist, the GBRA Project Manager in consultation with the GBRA Laboratory QAO will determine the disposition of the nonconforming activity or item and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO by completion of a CAR (see Appendix E).

CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and, the means by which completion of each corrective action will be documented. CARs will be included with quarterly progress reports. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the

validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

B6 INSTRUMENT/EQUIPMENT TESTING, INSPECTION, AND MAINTENANCE

All sampling equipment testing and maintenance requirements are detailed in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version)*. Sampling equipment is inspected and tested upon receipt and is assured appropriate for use. Equipment records are kept on all field equipment and a supply of critical spare parts is maintained.

All laboratory tools, gauges, instrument, and equipment testing and maintenance requirements are contained within laboratory QASM(s).

B7 INSTRUMENT CALIBRATION AND FREQUENCY

Field equipment calibration requirements are contained in the TCEQ *SWQM Procedures, Volume 1: Physical and Chemical Monitoring Methods for Water, Sediment, and Tissue: RG-415 (August 2012 or most recent version).* Post-calibration error limits and the disposition resulting from error are adhered to. Data not meeting post-error limit requirements invalidate associated data collected subsequent to the pre-calibration and are not submitted to the TCEQ SWQMIS.

Detailed laboratory calibrations are contained within the QASM(s).

B8 INSPECTION/ACCEPTANCE OF SUPPLIES AND CONSUMABLES

No special requirements for acceptance are specified for field sampling supplies and consumables. All field supplies and consumables are accepted upon inspection for breaches in shipping integrity.

All new shipments field and laboratory supplies and consumables received by the GBRA laboratory are inspected upon receipt for damage, missing parts, expiration date, and storage and handling requirements. Chemicals, reagents, and standards are logged into an inventory database that documents grade, lot number, manufacturer, dates received, opened, and emptied. All reagents shall meet ACS grade or equivalent where required. Acceptance criteria are detailed in organization's SOPs.

B9 NON-DIRECT MEASUREMENTS

This QAPP does not include the use of routine data obtained from non-direct measurement sources.

B10 DATA MANAGEMENT

Data Management Process

Field technicians and laboratory personnel follow protocols that ensure that data collected for this project maintains its integrity and usefulness in the WPP implementation process. Field data collected at the time of the sampling event is logged by the field technician, along with notes on sampling conditions on field data sheets. The field sheet is the responsibility of the field technician and is transported with the sample to the laboratory. The lab technician /sample custodian logs the sample in the Lab Samples Database. Each sample is assigned a separate and distinct sample number. The sample is accompanied by a COC form. The lab technician /sample custodian must review the COC to verify that it is filled out correctly and complete. Lab technicians take receipt of the sample and review the COC, begin sample prep or analysis and transfer samples into the refrigerator for storage. The field data sheet and COC form used can be found in Appendices B and C.

Data generated by lab technicians are logged permanently on analysis bench sheets. The data are reviewed by the analyst prior to entering the data into the Lab Samples Database. In the review, the analyst verifies that the data includes date and time of analysis, that calculations are correct, that data includes documentation of dilutions and correction factors, that data meets DQOs and that the data includes documentation of instrument calibrations, standard curves and control standards. A second review by another lab analyst/technician validates that the data meets the DQOs and that the data includes documentation of instrument calibrations, standard curves and control standards. After this review the lab analyst/technician inputs the data and QC information into the Lab Samples Database for report generation and data storage.

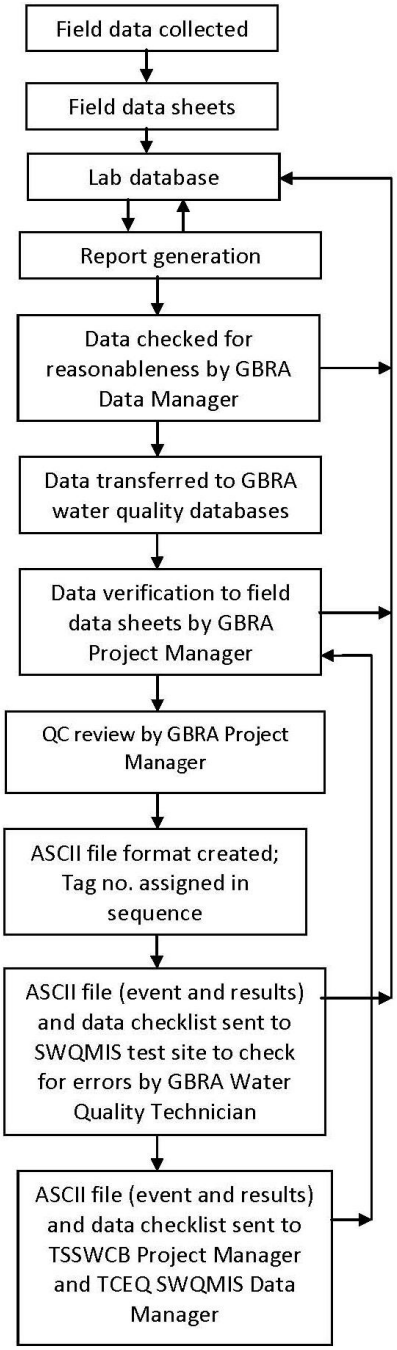
The GBRA Regional Laboratory Director supervises the GBRA Regional laboratory. The GBRA Regional Laboratory Director, Laboratory QAO or designee reviews the report that is generated when all analyses are complete. Again, the report is reviewed to see that all necessary information is included and that the DQOs have been met. When the report is complete, the GBRA Laboratory Director signs the report. If the GBRA Laboratory Director or GBRA Laboratory QAO feel there has been an error or finds that information is missing, the report is returned to the analyst for review and tracking to correct the error and generate a corrected copy. The completed reports are given to the GBRA Project Manager. The GBRA Project Manager reviews the data for reasonableness and if errors or anomalies are found the report is returned to the laboratory staff for review and tracking to correct the error. After review for reasonableness the data is cross-checked to the analysis logs by the GBRA Project Manager. If at any time errors are identified, the laboratory and water quality databases are corrected.

The GBRA Project Manager, in consultation with GBRA Laboratory QAO (and other affected individuals/organizations), will determine if the error constitutes a nonconformance. If it is determined a nonconformance does exist, the GBRA Project Manager in consultation with the GBRA Laboratory QAO will determine the disposition of the nonconforming activity or item and necessary corrective action(s); results will be documented by the GBRA Laboratory QAO by completion of a CAR (see Appendix E).

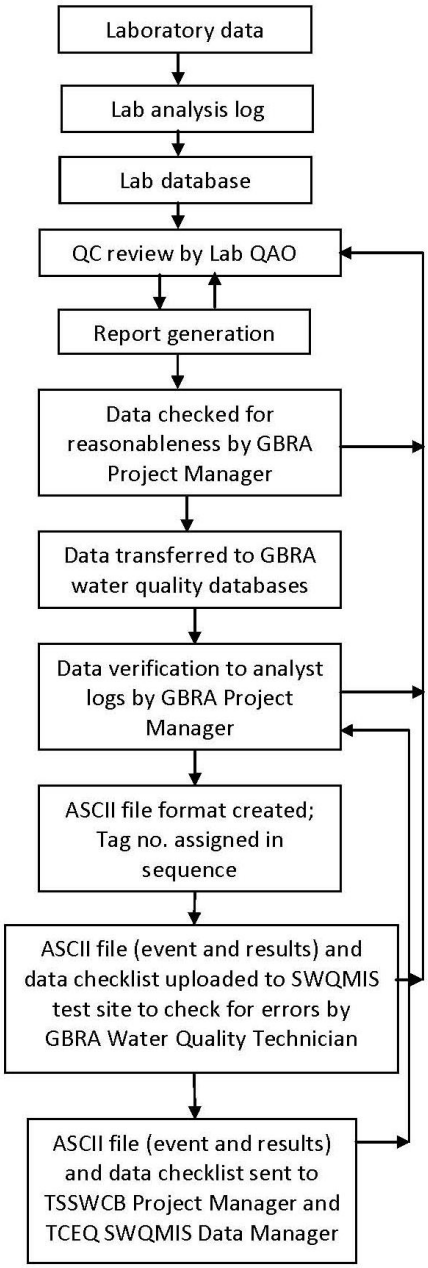
CARs document: root cause(s); impact(s); specific corrective action(s) to address the deficiency; action(s) to prevent recurrence; individual(s) responsible for each action; the timetable for completion of each action; and, the means by which completion of each corrective action will be documented. CARs will be included with data summary report that accompanies the data submittal. In addition, significant conditions (i.e., situations which, if uncorrected, could have a serious effect on safety or on the validity or integrity of data) will be reported to the TSSWCB immediately both verbally and in writing.

The GBRA Water Quality Technician is responsible for electronically transmitting the data to the SWQMIS Test database (the validation algorithm) to obtain a validation report, then submitted electronically to the TCEQ Data Management and Analysis Team. A completed Data Summary, as described in the most recent version of *TCEQ SWQM Data Management Reference Guide*, will be submitted with each data submittal. If errors are found after the TCEQ review, those errors are corrected by the GBRA Project Manager, logged in a data correction log and all participants are notified.

The following flow diagram outlines the path taken for the generation of field data:


Field data collected
Field data sheets
Lab database
Report generation
Data checked for reasonableness by GBRA Data Manager
Data transferred to GBRA water quality databases
Data verification to field data sheets by GBRA Project Manager
QC review by GBRA Project Manager
ASCII file format created; Tag no. assigned in sequence
ASCII file (event and results) and data checklist sent to SWQMIS test site to check for errors by GBRA Water Quality Technician
ASCII file (event and results) and data checklist sent to TSSWCB Project Manager and TCEQ SWQMIS Data Manager

The following flow diagram outlines the path taken for the generation of lab data :



Data Errors and Loss

The GBRA Regional Laboratory Director supervises the GBRA Regional laboratory. The GBRA Regional Laboratory Director, Laboratory QAO or designee reviews the report that is

generated when all analyses are complete. Again, the report is reviewed to see that all necessary information is included and that the DQOs have been met. When the report is complete, the GBRA Laboratory Director signs the report. If the GBRA Laboratory Director or GBRA Laboratory QAO feel there has been an error or finds that information is missing, the report is returned to the analyst for review and tracking to correct the error and generate a corrected copy. The GBRA Project Manager reviews the data for reasonableness and if errors or anomalies are found the report is returned to the GBRA Laboratory Director or GBRA Laboratory QAO for review and tracking to correct the error. After review for reasonableness the data is cross-checked to the analysis logs by the GBRA Project Manager. If at any time errors are identified, the laboratory and water quality databases are corrected.

The GBRA Water Quality Technician is responsible for electronically transmitting the data to the SWQMIS Test database (the validation algorithm) to obtain a validation report, and then submitted electronically to the TCEQ Data Management and Analysis Team. A completed Data Summary, as described in the most recent version of *TCEQ SWQM Data Management Reference Guide*, will be submitted with each data submittal. If errors are found after the TCEQ review, those errors are corrected by the GBRA Project Manager, logged in a data correction log and all participants are notified.

To minimize the potential for data loss, the databases, both lab and server files are backed up nightly and copies of the files are stored off-site weekly. If the laboratory database or network server fails, the backup files can be accessed to restore operation or replace corrupted files.

Record Keeping and Data Storage

After data is collected and recorded on field data sheets, the data sheets are filed for review and use later. These files are kept in paper form for a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The data produced during each laboratory analysis is recorded on analysis benchsheets. The information contained on the benchsheet includes all QC data associated with each day's or batch's analysis. The data from the benchsheet are transferred to the laboratory database for report generation. The analysis benchsheets are kept in paper form for a minimum of one year and then scanned into the GBRA Tab Fusion Archiving System for permanent record.

The data reports that are generated are reviewed by the GBRA Laboratory Director or GBRA Laboratory QAO and signed. They are then given to the GBRA Project Manager for verification. If an anomaly or error is found the report is marked and returned to the laboratory for review, verification and correction, if necessary. These reports may or may not be kept in paper form since the reports can be regenerated from the lab database at any time.

The GBRA laboratory database is housed on the laboratory computer and is backed up on the network server nightly. A back up copy of the network server files is made every Monday and that copy is stored off-site at a protected location. The GBRA Network Administrator is responsible for the servers and back up generation.

After data is electronically submitted to the TCEQ Data Management and Analysis Team, the file that has been created is kept on the network server permanently. The network server is backed up nightly.

The GBRA Tab Fusion Archiving System is part of the network that is backed up each evening. The GBRA Records Manager is the custodian of these files.

Data Handling, Hardware, and Software Requirements

The laboratory database is housed on a GBRA server and backed up each evening. The laboratory database uses Sequel 2000. The systems are operating in Windows 2010 and any additional software needed for word processing, spreadsheet or presentations uses Microsoft Office 2010.

Information Resource Management Requirements

Data will be managed in accordance with the TCEQ *SWQM Data Management Reference Guide*, GIS Policy (TCEQ OPP 8.11), GPS Policy (TCEQ OPP 8.12) and applicable GBRA information resource management policies. The personnel collecting data for this project do not create TCEQ certified locational data using Global Positioning System (GPS) equipment. GPS equipment may be used as a component of the information required by the Station Location (SLOC) request process, but TCEQ staff is responsible for creating the certified locational data that will ultimately be entered into the TCEQ SWQMIS. Any information developed for this project using a Geographic Information System (GIS) will be used solely to meet deliverable requirements and will not be submitted to the TCEQ as a certified data set.

C1 ASSESSMENTS AND RESPONSE ACTIONS

The following table presents the types of assessments and response actions for data collection activities applicable to the QAPP.

Table C1.1 Assessments and Response Requirements

Assessment Activity	Approximate Schedule	Responsible Party	Scope	Response Requirements
Status Monitoring Oversight, etc.	Continuous	GBRA	Monitoring of the project status and records to ensure requirements are being fulfilled	Report to TSSWCB in Quarterly Progress Report
Monitoring Systems Audit of GBRA	Dates to be determined by TSSWCB	TSSWCB	Field sampling, handling and measurement; facility review; and data management as they relate to this project	30 days to respond in writing to the TSSWCB to address corrective actions
Laboratory Inspection	Dates to be determined by TSSWCB	TSSWCB	Analytical and QC procedures employed at the GBRA laboratory and the contracted laboratories	30 days to respond in writing to the TSSWCB to address corrective actions

Corrective Action

The GBRA Project Manager is responsible for implementing and tracking corrective action resulting from audit findings outlined in the audit report. Records of audit findings and corrective actions are maintained by both the TSSWCB and the GBRA Project Managers. Audit reports and corrective action documentation will be submitted to the TSSWCB with the Quarterly Progress Report.

If audit findings and corrective actions cannot be resolved, then the authority and responsibility for terminating work are specified in the agreements in contracts between participating organizations.

C2 REPORTS TO MANAGEMENT

Reports to GBRA Project Management

Laboratory data reports contain QC information so that this information can be reviewed by the GBRA Project Manager. After review, if the GBRA Project Manager finds no anomalies or questionable data, the process of data transmittal to TCEQ SWQMIS begins. Project status, assessments and significant QA issues will be dealt with by the GBRA Project Manager who will determine whether it will be included in reports to the TSSWCB Project Manager.

Reports to TSSWCB

All reports detailed in this section are contract deliverables and are transferred to the TSSWCB in accordance with contract requirements.

Quarterly Progress Report - Summarizes the GBRA's activities for each task; reports monitoring status, problems, delays, and corrective actions; and outlines the status of each task's deliverables.

Monitoring Systems Audit Report and Response - Following any audit performed by the GBRA, a report of findings, recommendations and response is sent to the TSSWCB in the quarterly progress report.

D1 DATA REVIEW, VERIFICATION, AND VALIDATION

For the purposes of this document, the term verification refers to the data review processes used to determine data completeness, correctness, and compliance with technical specifications contained in applicable documents (i.e., QAPPs, SOPs, QASMs, analytical methods). Validation refers to a specific review process that extends the evaluation of a data set beyond method and procedural compliance (i.e., data verification) to determine the quality of a data set specific to its intended use.

All field and laboratory data will be reviewed and verified for integrity and continuity, reasonableness, and conformance to project requirements, and then validated against the project objectives and measurement performance specifications which are listed in Section A7. Only those data which are supported by appropriate QC data and meet the measurement performance specifications defined for this project will be considered acceptable, and will be reported to TCEQ SWQMIS.

D2 VERIFICATION AND VALIDATION METHODS

All field and laboratory data will be reviewed, verified and validated to ensure they conform to project specifications and meet the conditions of end use as described in Section A7 of this document.

Data review, verification, and validation will be performed using self-assessments and peer and management review as appropriate to the project task. The data review tasks to be performed by field and laboratory staff is listed in the first two sections of Table D.2, respectively. Potential errors are identified by examination of documentation and by manual examination of corollary or unreasonable data. If a question arises or an error is identified, the manager of the task responsible for generating the data is contacted to resolve the issue. Issues which can be corrected are corrected and documented. If an issue cannot be corrected, the task manager consults with higher level project management to establish the appropriate course of action, or the data associated with the issue are rejected. Field and laboratory reviews, verifications, and validations are documented.

After the field and laboratory data are reviewed, another level of review is performed once the data are combined into a data set. This review step, as specified in Table D2.1, is performed by the GBRA Project Manager. Data review, verification, and validation tasks to be performed on the data set include, but are not limited to, the confirmation of laboratory and field data review, evaluation of field QC results, additional evaluation of anomalies and outliers, analysis of sampling and analytical gaps, and confirmation that all parameters and sampling sites are included in the QAPP.

Another element of the data validation process is consideration of any findings identified during the monitoring systems audit conducted by the TSSWCB QAO. Any issues requiring corrective action must be addressed, and the potential impact of these issues on previously collected data will be assessed. After the data are reviewed and documented, the GBRA Project Manager validates that the data meet the DQOs of the project and are suitable for reporting to TCEQ SWQMIS.

If any requirements or specifications of this project are not met, based on any part of the data review, the responsible party should document the nonconforming activities (with a CAR) and submit the information to the GBRA Project Manager with the data. This information is communicated to the TSSWCB by the GBRA in the Data Summary. The data is not transmitted to TCEQ SWQMIS.

Table D2.1 Data Review Tasks

Field Data Review	Responsibility
Field data reviewed for conformance with data collection, sample handling and COC, analytical and QC requirements	GBRA Field Technicians
Post-calibrations checked to ensure compliance with error limits	GBRA Field Technicians
Field data calculated, reduced, and transcribed correctly	GBRA Project Manager
Laboratory Data Review	**Responsibility**
Laboratory data reviewed for conformance with data collection, sample handling and COC, analytical and QC requirements to include documentation, holding times, sample receipt, sample preparation, sample analysis, project and program QC results, and reporting	GBRA/SARA (QAOs)
Laboratory data calculated, reduced, and transcribed correctly	GBRA/SARA (QAOs) and GBRA Project Manager
LOQs consistent with requirements for AWRLs	GBRA/SARA (QAOs) and GBRA Project Manager
Analytical data documentation evaluated for consistency, reasonableness and/or improper practices	GBRA/SARA (QAOs) and GBRA Project Manager
Analytical QC information evaluated to determine impact on individual analyses	GBRA/SARA (QAOs) and GBRA Project Manager
All laboratory samples analyzed for all parameters	GBRA Project Manager
Data Set Review	**Responsibility**
The test report has all required information as described in Section A9 of the QAPP	GBRA Project Manager
Confirmation that field and lab data have been reviewed	GBRA QAO and GBRA Project Manager
Data set (to include field and laboratory data) evaluated for reasonableness and if corollary data agree	GBRA Project Manager
Outliers confirmed and documented	GBRA Project Manager
Field QC acceptable (e.g., field splits and trip, field and equipment blanks)	GBRA Field Technician
Sampling and analytical data gaps checked and documented	GBRA Field Technician and GBRA Project Manager
Verification and validation confirmed. Data meets conditions of end use and are reportable	GBRA Project Manager

D3 RECONCILIATION WITH USER REQUIREMENTS

Data produced in this project, and data collected by other organizations (i.e., USGS, TCEQ, etc.), will be analyzed and reconciled with project data quality requirements. Data meeting project requirements will be used in the implementation and adaptive management of the Geronimo and Alligator Creeks WPP and will be submitted to the TCEQ SWQMIS.

Appendix A Sampling Process Design and Monitoring Schedule

Sample Design Rationale

The sample design is based on the intent of this project as recommended by the GCWP Steering Committee. Under their direction, the TSSWCB and GBRA have been tasked with providing data to characterize water quality conditions in support of the 305(b) assessment, and to identify significant long-term water quality trends. Based on GCWP Steering Committee input, achievable water quality objectives and priorities and the identification of water quality issues were used to develop the work plan, which are in accord with available resources. As part of the GCWP Steering Committee process, the TSSWCB and GBRA coordinate closely with other participants to ensure a comprehensive water monitoring strategy within the watershed.

Site Selection Criteria

This data collection effort involves monitoring routine water quality, using procedures that are consistent with the TCEQ SWQM program, for the purpose of data entry into the SWQMIS database maintained by the TCEQ. To this end, some general guidelines are followed when selecting sampling sites, as basically outlined below, and discussed thoroughly in the TCEQ *SWQM Procedures, Volume 1* (*RG-415*). Overall consideration is given to accessibility and safety. All monitoring activities have been developed in coordination with the PCWP Steering Committee and with the TSSWCB.

1. Locate stream sites so that samples can be safely collected from the centroid of flow. Centroid is defined as the midpoint of that portion of stream width which contains 50 percent of the total flow. If few sites are available for a stream segment, choose one that would best represent the water body, and not an unusual condition or contaminant source. Avoid backwater areas or eddies when selecting a stream site.

2. Because historical water quality data can be very useful in assessing use attainment or impairment, those historical sites were selected that are on current or past monitoring schedules.

3. Routine monitoring sites were selected to bracket sources of pollution, influence of tributaries, changes in land uses, and hydrological modifications.

4. Sites should be accessible. When possible, stream sites should have a USGS stream flow gauge. If not, flow measurement will be made during routine and targeted monitoring visits.

Monitoring Sites

The Monitoring Table for this project is presented on the following pages.

Legend:

RTWD = Program code for routine samples; solely intended to understand the basic physical, environmental, and human elements of the watershed
BFBA = Program code for targeted monitoring samples (biased flow); related to BMP effectiveness monitoring
BSWD = Program code for diurnal monitoring conducted during index period (biased season); solely intended to understand the basic physical, environmental, and human elements of the watershed
Bacteria = *E. coli*
Conventional = TSS, turbidity, sulfate, chloride, nitrate nitrogen, ammonia nitrogen, total kjeldahl nitrogen, chlorophyll a, pheophytin, total hardness, total phosphorus, BOD (effluent only), CBOD (effluent only) and COD (effluent only)
Flow = flow collected by gage, electric, mechanical or Doppler; includes severity
Field = pH, temperature, conductivity, DO

Sampling Site Locations and Monitoring Regime

Segment	TCEQ Station ID	Site Description	Monitor	Monitor Type	Bacteria	Con-ventional	Flow	Field	Comments
1804A	20742	Geronimo Creek at Huber Road, Upstream of the Alligator Creek Confluence	GB	RTWD	21	21	21	21	
1804A	20742	Geronimo Creek at Huber Road, Upstream of the Alligator Creek Confluence	GB	BFBA	7	7	7	7	1
1804A	20743	Alligator Creek at Huber Road (Headwater)	GB	RTWD	21	21	21	21	
1804A	20743	Alligator Creek at Huber Road (Headwater)	GB	BFBA	7	7	7	7	1
1804A	14932	Geronimo Creek at SH 123	GB	RTWD	21	21	21	21	
1804A	14932	Geronimo Creek at SH 123	GB	BFBA	7	7	7	7	1
1804A	12576	Geronimo Creek at Haberle Road	GB	RTWD	21	21	21	21	2
1804A	12576	Geronimo Creek at Haberle Road	GB	BFBA	7	7	7	7	1
1804A	20744	Bear Creek at East Walnut Street	GB	BFBA	14	14	14	14	1
1804A	20745	Geronimo Creek at HWY 90A	GB	RTWD	21	21	21	21	
1804A	20745	Geronimo Creek at HWY 90A	GB	BFBA	7	7	7	7	1
1804A	21260	Geronimo Creek at IH 10 near Seguin	GB	RTWD	21	21	21	21	
1804A	21260	Geronimo Creek at IH 10 near Seguin	GB	BFBA	7	7	7	7	1
1804A	21261	Geronimo Creek at Hwy 90 (Seguin Outdoor Learning Center)	GB	RTWD	21	21	21	21	
1804A	21261	Geronimo Creek at Hwy 90 (Seguin Outdoor Learning Center)	GB	BFBA	7	7	7	7	1
1804A	20747	Geronimo Creek at Hollub Lane, Downstream of the City of Seguin WWTF	GB	RTWD	21	21	21	21	
1804A	20747	Geronimo Creek at Hollub Lane, Downstream of the City of Seguin WWTF	GB	BFBA	7	7	7	7	1
1804A	20748	Alligator Creek at FM 1102	GB	BFBA	14	14	14	14	
1804A	20749	Alligator Creek at FM 1101	GB	BFBA	14	14	14	14	
1804A	20750	Alligator Creek at Barbarossa Road (CR 107A)	GB	BFBA	14	14	14	14	
1804A	20753	Unnamed Tributary at Laubach Road (CR 108)	GB	BFBA	14	14	14	14	
1804A	12575	Geronimo Creek at FM 20	GB	BFBA	14	14	14	14	
1804A	GB713	Water Well at Alligator Creek headwaters	GB	BSWD	7	7	7	7	
1804A	GB714	Water Well near Geronimo Creek at Laubach Road	GB	BSWD	7	7	7	7	
1804A	GB719	Spring at Timmermann Property	GB	BSWD	7	7	7	7	

1. The eight “routine” sites double as “targeted” sites. “Targeted” sampling will collect biased flow (BF) samples twice per quarter – once under wet weather conditions and once under dry weather conditions. Whether these samples will satisfy the wet (biased high flow) or dry (biased low flow) weather conditions depends on the flow condition when samples are collected during the “routine’ sampling that quarter.
2. These samples are collected and analyzed by GBRA utilizing Texas CRP funding and serve as a portion of the non-federal match for this project.

Appendix B Field Data Sheet

Texas Commission on Environmental Quality
Surface Water Quality Monitoring Program

Field Data Reporting Form

RTAG# | REGION | EMAIL-ID: | COLLECTOR

STATION ID | SEGMENT | SEQUENCE | DATA SOURCE

Station Description _____

GRAB SAMPLE

M M D D Y Y Y Y (DATE) | H H M M (TIME) | x (DEPTH) | M = meters F = feet

COMPOSITE SAMPLE

COMPOSITE CATEGORY : | T = TIME | S = SPACE (i.e. Depth) | B = BOTH | F = FLOW WEIGHT

M M D D Y Y Y Y START DATE | H H M M START TIME | START DEPTH (SURFACE) | M = Meters F = Feet

M M D D Y Y Y Y END DATE | H H M M END TIME | END DEPTH (DEEPEST) | M = Meters F = Feet

COMPOSITE TYPE : | ## = Number of Grabs in Composite | CN = Continuous

00010		WATER TEMP (°C only)	72053		DAYS SINCE LAST SIGNIFICANT PRECIPITATION
00400		pH (s.u)	01351		FLOW SEVERITY: 1-no flow; 2-low; 3-normal; 5-high; 4-flood; 6-dry
00300		D.O. (mg/L)			
00094		SPECIFIC COND (Φmhos/cm)	00061		INSTANTANEOUS STREAM FLOW (ft^3/sec)
00480		SALINITY (ppt, marine only)	89835		FLOW MEASUREMENT METHOD: 1- Flow Gage Station; 2- Electric; 3- Mechanical; 4- Weir/Flume; 5-Acoustic Doppler
89978		PRIMARY CONTACT, OBSERVED ACTIVITY (# of people observed)			
89979		EVIDENCE OF PRIMARY CONTACT RECREATION (1 = OBSERVED, 0 = NOT OBSERVED)	74069		FLOW ESTIMATE (ft^3/sec)
			82903		DEPTH OF BOTTOM OF WATER BODY AT SAMPLE SITE (meters)*
			89864		MAXIMUM POOL WIDTH AT TIME OF STUDY (meters)*
			89865		MAXIMUM POOL DEPTH AT TIME OF STUDY(meters)
			89869		POOL LENGTH (meters) *
			89870		% POOL COVERAGE IN 500 M REACH (%) *

*Parameters related to data collection in perennial pools; i.e., Flow Severity of 1 and Flow of 0 cfs reported.

Measurement Comments and Field Observations:

_____

_____

_____

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Chain of Custody

Guadalupe-Blanco River Authority Regional Laboratory

933 E. Court Street, Seguin, Texas 78155
830-379-5822 • Fax 830-379-7478

Customer Information

Customer Acct. #_____

Name: _____ Phone: _____

Address: _____ Fax: _____

_____ E-mail: _____

Sample Collected By: _____ _____
Signature Printed Name Residual Chlorine (Total/Free) Results _____

Thermometer No._____ pH Paper GBRA reagent no. _____

Temp C	Date Collected	Time Collected	Matrix WW=Wastewater DW=Drinking Water SW=Surface Water S=Soils/Sludge O=Other	Sx Vol. P=Plastic G=Glass	Sample Name/Description	TCEQ ID Number	Grab/ Comp.	Analysis Requested	GBRA Sample ID	Bottle ID No.	pH	GBRA# Preservation

Delivered By: _____ Date/Time _____ Received By: _____ Date/Time: _____

Delivered By: _____ Date/Time _____ Received By: _____ Date/Time: _____

**Special Notes/Ship To: _____

Ice:_____ (Y or N) Number of Containers:_____ Condition of Container(s): (intact)_____

RL-042-0101/2010 (QASM App. c) GBRA Doc. 3019-C Rev 14 Eff: 7/30/2010 by JT

Appendix D Data Summary Report

Data Summary

Data Information

Data Source: _____

Date Submitted: _____

Tag_id Range: _____

Date Range: _____

Comments

Please explain in the space below any data discrepancies including:

- **Inconsistencies with AWRL specifications;**
- **Failures in sampling methods and/or laboratory procedures that resulted in data that could not be reported to the TSSWCB; and**
- **Other discrepancies.**

-
-
-
-
-
-
-

Data Manager: _____

Date: _____

Appendix E Corrective Action Report

GBRA Doc # 3016-A Rev.4 Eff.10-31-14 KG

Corrective Action Form (Template)

Corrective Action Form

Date CAF was Issued/By:
Date of Incident:
Client Name/Date & Time Contacted:
Sample Number(s) affected:
Parameter(s) affected:
CAF Prepared by:
Is incident a non-conformance: Yes / No
CAF Closed by QAO or designee (sign/date):
For QAPPs Only-
Project Manager name/Date notified:
Agency name/Contact name/Date notified:

State the incident:

Incident Causation (if known):

Corrective Action(s) for Incident (include timeline and responsible parties):

Follow-up:

ATTACHMENT 1

Example Letter to Document Adherence to the QAPP

TO: (name)
(organization)

FROM: (name)
(organization)

Please sign and return this form by (date) to:

(address)

I acknowledge receipt of the referenced document(s). I understand the document(s) describe quality assurance, quality control, data management and reporting, and other technical activities that must be implemented to ensure the results of work performed will satisfy stated performance criteria.

_____ _____

Signature Date

Copies of the signed forms should be sent by the GBRA to the TSSWCB Project Manager within 60 days of EPA approval of the QAPP.